

Minutes
Baraboo District Ambulance Commission
Remote/Virtual Meeting
No in person public access available
Baraboo, WI 53913
July 22, 2020 at 7:00 PM

- Notice to -

Commissioners: Karl Berna, David Dahlke, Dave Kitkowski, Heather Kierzek, Robin Meier, Joel Petty, Randy Puttkamer, Tim Stieve, Tim Stone, Terry Turnquist, Phil Wedekind

Others: Wayne Maffei, Nicole Marklein, Dr. Manuel Mendoza, Mayor Palm, Ed Geick, Kevin Stieve, Local Media

The Baraboo District Ambulance Service is holding the Commission Meeting virtually via conference call to help protect our community from the Corona virus (COVID-19) pandemic. Commission Members who will be participating remotely, will have the ability to hear all Commission Members during the meeting, and will have all documents relevant to the agenda accessible by email. Any vote taken by the Commission will be by roll call vote.

The public may access the open session portion of the meeting in the following ways:

1. Due to space limitations and social distancing requirements, attendance in person is not available
2. Attend remotely: Members of the public may listen to the meeting live via phone/computer by calling (262) 220-7112 Conference ID: 865 360 01# (all numbers and symbol should be entered)
3. Written comments: members of the public must send written public comments on agenda items to Commission President Tim Stieve at tdstieve@centurylink.net These comments will be distributed to other Commission Members and may be read during the “public invited to speak” section of the agenda.

Call to Order & Roll Call

Call to order by President Tim Stieve at 7:00 p.m. Roll call, Commissioners present: Karl Berna, Dave Kitkowski, Heather Kierzek, Robin Meier, Joel Petty, Randy Puttkamer, Tim Stieve, Tim Stone, Terry Turnquist, Phil Wedekind. Commissioners: absent David Dahlke.

1. Note compliance with the Open Meeting Law

Noted and confirmed by J. Rago

2. Adoption of agenda

Motion made to adopt the agenda by J. Petty with a second by R. Puttkamer. Voice vote, motion passed unanimously.

3. Approval of previous minutes

Motion was made to approve previous minutes with typos cleaned up by P. Wedekind with a second by J. Petty. Voice vote, passed unanimously.

Posted by: _____

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Public Comments – In lieu of voiced public comments, correspondence received from the public may be read by Commission President Tim Stieve - Mentioned letter that was received about Town of Excelsior approaching their taxpayers about switching to Reedsburg Ambulance Service for the South East Corner of the Township which was distributed to the Commission.

Reports

- Legal Counsel Report – None – President T. Stieve commented on the letter received from the Law Office of Cross, Jenks, Mercer & Maffei, seeking to withdraw as legal representative for BDAS. This will be discussed under the Transition Committee Report.
- President's Report – No further report.
- Treasurer/Financial Report – R. Meier gave an update on AR reconciliation that she and Troy having been working on for 2018, 2019, and up until AMB took over in 2020. Ambulance fees may have been over stated by \$50,000.00. This may be offset by allowance of bad debt. But all else seems to be fine.
- HR Report – B. Larsen said that resumes are coming in, 20 have been received. She expects more to arrive prior to the July 31, 2020 deadline. Actively recruiting, and reminded employees of referral bonus. Performance reviews by Captains on their respective crews are in progress.
- Interim Chief's Report - See attached report.
- Transition Committee - T. Turnquist will report under New Business

Consent Agenda

1. Approve check details and online payments for June 14 to July 11, 2020 in the amount of \$95,847.13
2. Approve write offs in the amount of \$12,188.17 per AMB recommendations

Motion was made to approve consent agenda by J. Petty with a second by R. Meier. R. Meier commented that this is a much smaller amount than the past. Voice vote, motion passed unanimously.

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New Business:

1. Appointment of Ad Hoc/Personnel Committee to complete the initial review/screening of applications for the Director/Chief Position by President T. Stieve would also like to add HR Director, B. Larsen and St. Clare Representative Dave Kitkowski. President Stieve let appointment of committee stand with no opposition.
2. Discussion and possible action regarding allocation of Funding Assistance Program (FAP) funds.

Report given by C. Johnson on Baraboo Fire's request to use a portion of our FAP funding to assist in training several firefighters as EMTs that live within the response district of BFD and BDAS. Discussion ensued. FAP funding may be used for non budgeted items. President Stieve recommended that this be continued under Old Business on next month's Agenda.

3. Approve Sauk County Public Health Business Associate Agreement.

Troy reported on agreement. R. Meier asked about end date.

Brief discussion. Tabled until end date is established on agreement from Sauk County Health Department. J. Rago will follow-up with Sauk County Health Department.

4. Approve Agreement with Heartland Hospice – Brief discussion. No action required.
5. Approve Meeting Posting Policy

Motion was made to approve Meeting Posting Policy as presented by T. Snow from R. Meier with a second by T. Stone. There was a brief discussion. Voice vote, passed unanimously.

6. Transition Committee Recommendations – Report from T. Turnquist on the recommendations of the Transition Committee for the Revised Organizational Chart and the Medical Director's Responsibilities to accept them as written.

- a. Approve Revised Organizational Chart

Motion was made by R. Puttkamer with a second by T. Turnquist to approve the Revised Organizational Chart as presented. Discussion ensued. Roll call vote, passed unanimously.

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b. Approve Medical Director's Responsibilities

Motion was made by T. Turnquist with second by K. Berna to approve the Medical Director's Responsibilities as presented. Short discussion. Voice vote, passed unanimously.

Closed Session:

- A. Upon proper motion and vote, the Commission will convene in closed session pursuant to Wis. Stat. § 19.85(c) to consider the performance evaluation of certain BDAS employees.

Motion made by P. Wedekind with a second by J. Petty to go in to closed session pursuant to Wis. Stat. § 19.85(c) to consider the performance evaluation of certain BDAS employees. Roll call vote taken by President Tim Stieve, voting aye was Karl Berna, Dave Kitkowski, Heather Kierzek, Robin Meier, Joel Petty, Randy Puttkamer, Tim Stieve, Tim Stone, Terry Turnquist. No nays.

With the stipulation that the HR Director, Financial Director or Interim Chief may be called in as needed. No objection by members.

- B. The Commission will reconvene in open session and may take action on matters considered in closed session.

Motion was made for the Commission to reconvene into open session by R. Meier with second by T. Stone. Roll call vote taken by President Tim Stieve, voting aye was Karl Berna, Dave Kitkowski, Heather Kierzek, Robin Meier, Joel Petty, Randy Puttkamer, Tim Stieve, Tim Stone, Terry Turnquist. No nays.

Commissioner Comments & Future Agenda Items

Legal Services as future agenda item.

Adjournment

Motion to adjourn was made at 10:56 p.m. by J. Petty with a second by K. Berna. Roll Call vote was unanimous.

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Chief's Report 07/22/2020

Still receiving thank you cards and cookies from the community.
Call volume seems to be trending upwards. We seem to be doing more but still missing transfers.

As of today 35 total Covid -19 Positive in our coverage area. 4 new positives added today.

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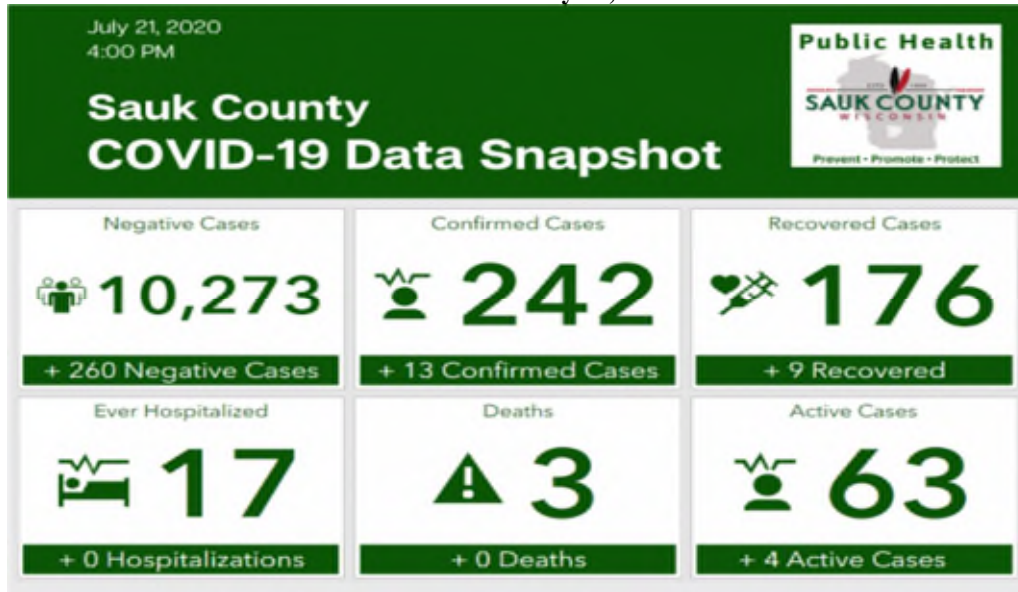
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We still are continuously receiving updated information from the Center for Disease Control, State of Wisconsin Health and Human Services Department and the South-Central Wisconsin Emergency Healthcare Coalition.

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